

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Police Assistant Chief

Date: 2002

Purpose of Job

The purpose of this job is to assist in the management of the Police Department, which specifically consists of the Field Operations Division, Criminal Investigations Division, and the Bureau of Taxicabs and Vehicles for Hire. The commanding officer performs at an executive management level, assuming supervisory and administrative duties and overseeing the functions and operations in accordance with all statutes, laws, ordinances, and regulations for the Police Department. The commanding officer will either personally or through subordinate supervisors, direct the activities of operations personnel who are involved in protecting life and property; working to achieve the highest level of cooperation and to enhance the effectiveness and efficiency of Police operations.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Work Delegation:

- Supervises, directs, and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.
- Directs, manages and administers, either personally or through subordinate supervisors, the day-to-day activities of Operations for both sworn and civilian personnel.
- Oversees the assigning and transfer of personnel; reviews and authorizes overtime and compensatory forms ensuring requirement is not frivolous and is necessary due to emergency.
- Oversees command staff of assigned operations to ensure efficiency and cost effectiveness.
- Oversees the enforcement of all City and State codes, ordinances, laws and regulations, both traffic and criminal, in order to protect life and property, to prevent crime and promote security.

Planning and Organizing:

- Assists Chief of Police in preparation and implementation of three and five year management plans compiled from project reports from all divisions including crime prevention, crime analysis, task forces, beat designation, etc: reviews and coordinates special programs and project development.
- Serves on the Departmental management team to set policy and priorities for the Department; plans, develops and implement departmental policies, goals and objectives.
- Plans and schedules staff and management meetings, employee conferences, vendor meetings, etc; assigns equipment across the Bureau.

Communication:

- Meets with Police Chief, Department Heads and other City Officials regarding major policies effecting the administration of the department and/or with other city departments regarding major policies, services or business.
- Confers with vendors/sales representatives to receive product information and view demonstrations.
- Provides, when appropriate, information to the media on behalf of the Chief either through the Public Information Officer or personally, by making statements and conducting presentations with various community groups.
- Responds to questions, complaints and requests for information by telephone, in person or by mail from citizens groups, the general public, attorneys, consultants, outside agencies, employees, superiors, etc.

Employee Development:

- Directs the development of training programs and approves curriculum; advises on testing procedures for promotional exams within the Department. Ensures that personnel are properly certified according to City Ordinance and State mandates and that certifications are maintained.
- Establishes goals for employees on an annual basis; instructs and directs subordinates on proper procedures and protocol of the department; inspects personnel for compliance to guidelines, uniforms, etc.
- Assigns tasks, projects, and career development training to command staff and other subordinate employees and monitors performance; provides technical assistance as needed.

Administrative Duties:

- Reviews and/or approves various reports, forms, and requests, files and records including incident and grievance reports, discipline files, productivity and crime reports, proposal and training requests, time keeping and personnel documents, etc.

- Oversees the maintenance of current field and code manuals, policy and procedural documents, employee handbooks, various maps, etc., for reference and/or review.
- Reads literature to stay abreast of activities and projects of external agencies; reviews various trade and professional journal and publications.
- Attends conferences, seminars, and related training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance and to stay current with changing State/Municipal policies, procedures, codes, and criminal/civil case law.
- Maintains current publications of legal documents relating to EEOC guidelines, case law, civil liability etc.

Fiscal Responsibilities:

- Analyzes costs, reviews previous budgets and surveys facilities and equipment to estimate needs in preparation of Department's annual budget submission.
- Supports Administrative Division commander in reviewing/approving divisional budget requests; sets priorities and makes cuts/revisions within where necessary.
- Administers and monitors expenditures to ensure compliance with approved budget allocations; participates in annual budget review meetings.
- Requisitions recommended equipment, materials and supplies based on budgetary and control guidelines; reviews, signs and/or approve requisitions from subordinate Division commanders.

Productivity and Accountability:

- Coordinates activities with division heads as to maximize on accomplishing the Police Department's mission; makes necessary administrative decisions that affect the operations of the Bureau and the Department.
- Establishes rules and regulations; controls and disciplines all sworn and civilian employees in accordance with established rules and regulations of the City and the Department.
- Oversees the investigations of disciplinary complaints against operations personnel; makes disciplinary action decisions including recommendations for terminations.
- Attends official functions, council and community meetings; makes presentations and public speeches.
- Determines manpower needs and ensures that such requirements are consistently met to accommodate the service needs of the public.
- Reviews and analyzes crime data and statistics; develops strategies to impact crime trends.
- Reviews maintenance reports to determine vehicle's length of service and conditions; reviews all specifications for motorized equipment purchases and submits such requests to appropriate authority.
- Remains on-call 24 hours/7 days to respond to emergencies.

Equipment Use and Maintenance:

- Utilizes a computer, printer, etc. to enter, store, and retrieve data to prepare and produce reports, compose routine correspondence disseminate information to others on the system; uses knowledge of various software programs in an effective manner.

- Operates a photocopy machine to copy and a facsimile machine to transmit and receive correspondence, documents and reports; uses a typewriter to complete forms and documents; uses a calculator to compile and compute numbers for reports and statistics.
- Utilizes and maintains weapons and equipment, including gun(s), nightstick, handcuffs, flashlight, etc., in functional and presentable condition; performs firearm requirements at prescribed departmental levels.
- Operates vehicle to mobilize to an incident, meeting, event, etc. which requires employee's presence outside employee's office building; inspects maintenance of vehicle prior to using and requests service and/or repairs as needed; operates and utilizes various radio devices for communications.

Record Keeping and Documentation:

- Oversees the preparation of records, forms, and monthly, quarterly and annual reports including management plans, technical studies, training lesson plans, statistical analysis, personnel orders, etc.
- Oversees the preparation of detailed technical specifications for contracts and requisitions; writes and revises standard operating procedures and directives.
- Oversees the maintenance of updated chain of command flow charts.
- Composes and prepares correspondence, letters, memoranda and other documents associated with daily routine and Assistant Chief duties; approves training requests.

Interpersonal Relations:

- Networks and interacts with personnel from other agencies and public officials from other cities in an effort to exchange ideas in areas of mutual interest and to discuss emerging trends in city government and police services.
- Serves on various boards of directors and acts as chairperson of various committees.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations being conducted by the Atlanta Police Department; works to achieve the highest level of cooperation and efficiency possible.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has extensive knowledge of the principles, practices and procedures of the City, Police Department and the various Department operations and functions. Has extensive knowledge of human relations/personnel management, financial, local ordinances and law enforcement and field operations practices, policies and procedures as necessary in the

completion of daily responsibilities. Is able to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the City. Is able to develop and implement long-term goals for the Department in order to promote effectiveness and efficiency. Has extensive knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Knows how to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to departmental and corrections/detention operations and activities. Is able to effectively communicate and interact with subordinates, elected officials, management, employees, members of the general public and all other groups involved in the activities of the city as they relate to the Department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in managing subordinates including the handling of emergency situation, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations using statistical calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial and management reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Criminal Justice, Social Science, Business/Public Administration or related field required, Master's degree preferred; four years of senior supervisory experience including responsible administrative experience in the management of a major division of a similarly sized police Department required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and equipment. Must be able to use body members to work, move or carry related objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to speak and signal to people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures related to police work and law enforcement. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision; to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Require the ability to record and deliver information such as in public speaking situation, to explain procedures, to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate body members in utilizing job related/law enforcement equipment (i.e., motor vehicles, firearms, handcuffs, office equipment, etc.) and in the physical act of performing arrest mechanics.

COLOR DISCRIMINATION: Require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

MANUAL DEXTERITY: Requires the ability to handle a variety of office/law enforcement equipment items. control knobs, switches, etc. Must have the ability to use one hand of twisting motion or turning motion while coordinating other hand with different activities. Must have eye/hand/foot coordination.

PHYSICAL COMMUNICATION: Requires the ability to speak (talking- expressing or exchanging ideas by means of spoken words), hear (hearing-perceiving nature of sounds by ear), and signal (using body members).